




Medicines and First Aid Policy

September 2025

Signed (Chair of Trust Board):	
Date:	September 2025
Review:	September 2026

Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

Rationale

- Arbor academy Trust believes it is essential to have in place adequate first aid provision and medical care for all pupils and Trust personnel.
- Some medical conditions cannot be adequately controlled without treatment during school hours. In many cases, without this treatment, a child's education may be adversely affected. We would wish to assist pupils, within reason, to obtain this treatment.

Aims

- To provide adequate first aid provision and medical care for pupils and Trust personnel.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

Strategy

a. Identification and Awareness

Parents must inform the school of their child's medical history that may be a cause for concern. Staff must report any concerns they have on the medical welfare of any pupil to the Headteacher/ Head of School.

b. Training

Regular First Aid Courses are organised by the Trust and **all** members of staff are actively encouraged to undertake the training to achieve a recognised First Aid Qualification.

All staff will be made aware of medical problems in pupils. Pupils with severe allergies or conditions will be displayed in the staffroom to ensure all staff are aware of who they are and what needs to be done in the event of an emergency.

House Keeping

All medicines must be securely stored and labelled in the School Office.

Records

Records are to be kept for all accidents for pupils and staff.

Reporting

Parents are to be informed of all accidents especially head injuries.

Administration of Medicines

- Administration of medicines is at the discretion of the Headteacher/ Head of School and only with the agreement of staff concerned.
- Staff may only help with the administration of medicines, which can be taken orally. A written request to administer medicines must be obtained from the parent but this will not automatically be agreed to. Each case will be considered in isolation.
- Medicines prescribed by a doctor can be administered. No child should be given prescription or non-prescription medicines without their parent's written consent.
- A record of all drugs administered at school will be kept on file. Medicines will be stored in a safe place when not in use, i.e. in the medical room, with the exception of asthma inhalers. With the parent's permission, children's inhalers may be kept on their person or in their school tray.

- Members of staff should ensure that medicines held on behalf of a child are 'in date'. If medicines become 'out of date' parents will be notified and the medicines returned to them.
- The school management and staff will act in accordance with the health and safety guidelines. This approach will also ensure that Headteachers/ Heads of Schools, Governors and staff remain within the protection of the Trust's insurance policies.

First Aid Procedure

- Administration of first aid within the Trust should, wherever possible be carried out by one of our first aiders (See appendix 1).

First Aid Equipment

- First aid boxes are housed in the office. Staff are requested to report any depletion in stock to designated person (see Appendix 2) who is responsible for replenishing the boxes and for conducting a check of contents.
- A first aid belt must be taken out onto the playground during break times by Teachers, Learning Support Staff and Midday Supervisors and the returned to the first aid station.
- A first aid belt must be taken on all school trips by the nominated First Aider for the group. If the trip has a first aider provided it is not necessary for another to accompany the trip but the belt should still be taken by the trip leader.

Protection Aids

- Disposable gloves must be worn when dealing with all injuries, which involve the loss of blood.
- Sterile wipes and mouth guards should be used for any mouth-to-mouth situations. The appropriate disposal of cleaning and treatment resources is to be ensured at all times.

Specialised Equipment

Additional training and guidance will be needed for staff on the use of EPIPENS, breathing apparatus etc when relevant and on request by parents. This is undertaken voluntarily by staff and organised by the Headteacher/ Head of school when the need presents.

We believe the above strategy is effective in the provision of medical and first aid care within the schools.

Appendix 1

School	Name Member of Staff	Work Base Position Held	When on duty
Davies Lane	Margaret Skeete	Welfare officer Main office	All Day
	Halima Choudary	South site HLTA	All Day
Selwyn	Michelle Goodman	Welfare Officer Main Office	All Day
Acacia	Beverley Jones	Welfare Officer Main Office	All Day
Woodford Green	Kelly Howard	ADMINSTRAOR	All Day
Northwold	Cynthia John	Administrator	All Day